NATIONAL INSTITUTES OF HEALTH • THE COMMON FUND

Enhancing the Diversity of the NIH-Funded Workforce Program

Program Insights

Last week the *Program Insights* newsletter covered **program evaluation** and **multiple PIs**. This week's newsletter addresses **Required Registrations** and **Travel Budgeting** that needs to be included in your application. If you've missed previous newsletters, look for them on the Diversity program website: http://commonfund.nih.gov/diversity/newsletter.

REMINDER: Applications must be underlined received by the NIH Center for Scientific Review no later than April 2, 2014. A postmark date of April 2 is not sufficient and applications received after the due date will not be considered. Applications must follow the PHS 398 Application Guide instructions except where instructed to do otherwise in the FOA or in a Notice from the *NIH Guide for Grants and Contracts*. Programmatic/scientific questions should be directed to the program contacts: Dr. Toya Randolph, toya.randoloph@nih.gov (BUILD) or Dr. Pamela Thornton, pamela.thornton@nih.gov (CEC and NRMN). Financial/grants management questions should be directed to Chief GMO Priscilla Grant, at grantp@mail.nih.gov

Required Registrations

Applicant Organizations

Applicant organizations must complete and maintain the following registrations as described in the PHS 398 Application Guide to be eligible to apply for or receive an award. All registrations must be completed prior to the application being submitted. Registration can take 6 weeks or more, so applicants should begin the registration process as soon as possible. The NIH Policy on Late Submission of Grant Applications states that failure to complete registrations in advance of a due date is not a valid reason for a late submission.

- Dun and Bradstreet Data Universal Numbering System (DUNS) - All registrations require that applicants be issued a DUNS number. After obtaining a DUNS number, applicants can begin both SAM and eRA Commons registrations. The same DUNS number must be used for all registrations, as well as on the grant application.

- System for Award Management (SAM) (formerly CCR) – Applicants must complete and maintain an active registration, which requires renewal at least annually. The renewal process may require as much time as the initial registration. SAM registration includes the assignment of a Commercial and Government Entity (CAGE) Code for domestic organizations which have not already been assigned a CAGE Code.

- eRA Commons - Applicants must have an active DUNS number and SAM registration in order to complete the eRA Commons registration. Organizations can register with the eRA Commons as they are working through their SAM or Grants.gov registration. eRA Commons requires organizations to identify at least one Signing Official (SO) and at least one Program Director/Principal Investigator (PD/PI) account in order to submit an application.

Program Directors/Principal Investigators (PD(s)/PI(s))

All PD(s)/PI(s) must have an eRA Commons account and should work with their organizational officials to either create a new account or to affiliate an existing account with the applicant organization's eRA Commons account. If the PD/PI is also the organizational Signing Official, they must have two distinct eRA Commons accounts, one for each role. Obtaining an eRA Commons account can take up to 2 weeks.

Travel Budgeting

In addition to other travel costs applicable and specific to particular FOAs, all applicants must include funds for their PD(s)/PI(s) to travel to the Annual Grantees Meeting, held in or near Bethesda, Maryland, in their budget proposals. This amount should include all allowable travel expenses, including hotel.

In addition, CEC awardees will have coordination responsibilities for the Annual Grantees Meeting after the Kick Off meeting in 2014 (see note below). The application should therefore include budgeting for all allowable meeting costs (venue, speakers, etc.) as well as travel and hotel expenses for CEC personnel. In addition to the annual meeting, CEC applicants should budget for travel to individual consortium sites as needed.

NOTE: The CEC awardee will underlined not be responsible for coordination responsibilities of the Kick Off meeting in Bethesda, Fall 2014 (the inaugural Annual Grantees Meeting). CEC applications should still reflect travel expenses for CEC personnel to attend this meeting in the budget.

BONUS Tip: Don't forget there is a way to talk with other individuals interested in the topics the Diversity program addresses. An interactive forum on the Diversity website is available to everyone for comments and discussions. You can review the conversations already started by clicking "View Comments" at the bottom of the page. Or start a new conversation by filling out the form and clicking "Submit Your Comment." It's that easy! Join the conversation here: http://commonfund.nih.gov/diversityblog/.

If you have questions about your application or the Diversity program as a whole, you can always send your questions to BUILDNRMNCEC@nih.gov.

Share this newsletter with colleagues who might be interested in getting updates about the Diversity program. Encourage them to sign up to get their own copy delivered to their inbox! All they have to do is add their email to the mailing list here: http://commonfund.nih.gov/diversityregister.